

**Fair Hearing Request**  
**Accept a request verbally or in writing**

\_\_\_\_\_ has requested a fair hearing  
regarding WIC Program Benefits .

(Name)

\_\_\_\_\_  
(Local Agency Signature/title)

\_\_\_\_\_  
(Date)

1. Accept a fair hearing request verbally or in writing.
2. File the fair hearing request in the participant's record.
3. **Immediately** inform WIC Coordinator and State WIC Office that a fair hearing has been requested.
4. Contact the applicant/participant/payee and schedule a preliminary conference within 7 days of the fair hearing request. Inform the applicant/participant/payee that a fair hearing will be conducted if the issue is not resolved at the preliminary conference.
5. If the issue is resolved at the conference, the applicant, participant or payee must sign a statement indicating that a formal fair hearing is no longer requested.
  - a. Document the following and mail a copy to the State WIC Office:

**"I withdraw my request to the WIC Program for a fair hearing."**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed: \_\_\_\_\_

(Local Agency Signature/Title)

- b. File the documentation in the participant's record.